

## Using Online Help

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Online Help is available for most fields that require a code to be entered. There are actually two kinds of online help for TEAMS:

- The **TEAMS Code Tables** are a version of Online Help that is also known as “**Field Help.**” This kind of help is connected to all fields that require a code. When accessed, it displays a list of all valid codes for that field.
  - Online Help for **Notices** is described in a separate Process Guide, “Using Notices.”
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### To Access “Field Help”:

Step	Action
1.	Place your cursor in a field that requires entry of a code. Press <b>F1</b> .
2.	Press <b>F8</b> to scroll forward to the next screen, if you don’t see the code you need on the first screen. <ul style="list-style-type: none"><li>• The <b>F7</b> key scrolls backward.</li></ul>
3.	Press <b>F3</b> to exit Help and return to the TEAMS screen.

Note: The **TEAMS User Guide** contains more general information about each screen.